

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**DUTY STATEMENT**  
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
<b>1. INCUMBENT</b>	<b>2. EFFECTIVE DATE (MM/DD/YYYY)</b>
<b>3. DIVISION</b> Division of Home and Community Living	<b>4. UNIT NAME</b> Nutrition and Wellness Bureau
<b>5. CLASSIFICATION</b> Health Program Specialist II	<b>6. POSITION NUMBER</b> 797-762-8336-002

**7. SUPERVISOR'S STATEMENT:** *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

<b>SUPERVISOR'S NAME (Print)</b> Lana Reynolds	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**8. EMPLOYEE'S STATEMENT:** *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**You are a valued member of the department's team. All CDA employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees.**

<b>9. DESCRIPTION</b>
<p>Under the supervision of the Nutrition and Wellness Bureau Chief (SSM II), the Health Program Specialist II (HPS II) performs a variety of functions that are critical to the mission of the California Department of Aging (CDA) and functions as the senior policy and nutrition specialist for the Title IIIC Older California Nutrition Program (OCNP) and Title IIID Health Promotion programs. The HPS II will work in a team environment and in collaboration/coordination with representatives from other branches, support staff and departments. The HPS II is responsible for sharing team leadership for the various team responsibilities such as provision of technical expertise, monitoring, coordination, training, and quality assurance. The HPS II is required to review and communicate any federal changes from the Administration of Community Living in relation to nutrition and evidence-based programming to the team as well as develop and disseminate policy changes to the Area Agencies on Aging (AAA). These responsibilities require the HPS II to participate in and support the vision, mission and goals of the Nutrition and Wellness Bureau and recognize issues that need to be brought to the team's attention. The HPS II is a full participant in team decision making, strategy formulation and problem resolution. These responsibilities involve development, evaluation, and research of nutrition and evidence-based policy issues that have both immediate and long-range impact on delivery of nutrition and evidence-based programs for older adults. In consultation with the AAA network and State agencies, the HPS II will continually plan, monitor, and organize the delivery of nutrition and evidence-based programs provided to older Californians. The HPS II will also provide leadership and consultation on nutrition and evidence-based policy related issues to other units within the Department and represent the Department on interdepartmental work groups.</p>

**Essential Functions:**

**40% Policy and Procedures:**

- Lead responsibility for development, review, implementation, and dissemination of nutrition policy.
- Provide consultation and policy direction to the AAA Network and local nutrition providers, the Department, and interdepartmental staff.
- Review Federal and State legislation, Final Rules and develop implementation strategies for compliance.
- Assist Bureau Chief in resolving higher-level matters with the AAAs, local providers and other stakeholders related to the OCNP and Health Promotion policies to ensure efficient and effective program operations.
- Works collaboratively with a mix of state-level public health professionals such as Public Health Nutrition Consultants and Health Program Specialists.
- Provides leadership, project management and programmatic oversight for the OCNP and Health Promotion inclusive of planning, implementation, evaluation, monitoring, and subcontractor oversight.
- Leads the team in strategic discussions for annual goals and workplans; identifies resources needed, projects milestones, and ensures completion of deliverables.
- Coordinates, conducts, and provides guidance for formative research activities that inform and create content for policy memorandum, technical assistance, partnership goals, material development and evaluation activities.
- Identifies and/or develops tools, materials and technical assistance packets on current nutrition, health promotion and food safety and sanitation practices for the older adult population.
- Participates in quality assurance efforts to improve delivery of services statewide.
- Provides area plan analysis and programmatic review for the OCNP and IIID Health Promotion programs.
- Provides expertise on nutrition requirements including the Dietary Guidelines for Americans (DGAs), food insecurity, and evidence-based health promotion programs.

**30% Oversight and Technical Assistance**

- Organize, monitor, and evaluate the nutrition and food services programs for the OCNP as well as the Title IIID evidence-based health promotion programs.
- As the Subject Matter Expert (SME) provides administrative guidance regarding the OCNP and the IIID Health Promotion programs to the AAA staff, the Department, and internal and external stakeholders.
- Provides technical assistance (1:1, or in groups; in person, teleconference, or webinars) trainings and conferences for the AAAs and other State agencies related to nutrition, health promotion, and foodservice management to AAAs, local providers, legislators, and the general public.

- Works with cross-sectional teams to ensure and appropriate formative process and evaluation of the Title IIID and OCNP programs and activities.
- Provides guidance and support to the AAAs for program specific requirements of the OCNP and Title IIID Health Promotion programs related to procurement including but not limited to the allowability of expenses, Request for Proposals (RFPs,) and contract awards as required.

### **20% Research and Development**

- Provides leadership for development and implementation for special projects to improve the delivery of nutrition services and decrease food-insecurity among the older adult population.
- Research nutrition, health promotion and food safety and sanitation practices for the older adult population.
- Research innovative ways to reach, engage and increase participation of older adults in the OCNP and Title IIID Health Promotion programs.
- Monitor federal and state policies, legislation, etc. that affect the OCNP and Title IIID Health Promotion programs to provide oversight, technical assistance and ensure programmatic compliance.
- Through continuous review of professional literature, identify and research current and emerging issues that impact older Californians.

### **5% Special Projects**

- Serves as the SME representing the CDA on select workgroups and at various conferences and meetings.
- Coordinates and facilitates meetings with CDA staff, other state agencies, and contractors.
- Coordinates and collaborates with other State agencies, programs, and services to ensure appropriate services for older adults: California Retail Food Safety Coalition, CalFresh Outreach, CalFresh Healthy Living and Chronic Disease Self-Management

### **Marginal Functions:**

5% Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the Nutrition and Wellness Bureau.

### **Working Conditions:**

Statewide travel up to 25 percent

11/29/2022